

PREPAREDNESS SUMMIT

2026 Speaker Expectations Guide

Overview

Welcome to the Preparedness Speaker Community! This guide outlines expectations, best practices, and technical tips for all speaker types to help you deliver a successful and engaging session—whether in person, on demand, or through a poster presentation.

In-Person Session Speakers

Expectations

- Arrive at your session room **at least 15 minutes early**.
- Bring your **presentation on a thumb drive**—presentations will **not** be pre-loaded.
- Upload your PowerPoint and handouts to the **Speaker Portal** under **“Upload Session Materials.”**
- Engage attendees through discussion, Q&A, and interactive elements.

Technical Tips

- **WiFi is limited** and does not support streaming—download videos in advance.
- Use the **Preparedness PowerPoint template** (unless restricted by your agency).
- Use **push pins** provided onsite to mount any physical materials.

Presentation Tips

- Use facilitation techniques: polling, breakout groups, role play, etc.
- Keep slides clean, legible (12pt+ font), and accessible.
- Avoid acronyms or define them clearly (For Example: CDC).
- Limit slide count: aim for **1 slide every 3 minutes** of speaking time.

On Demand (Digital) Speakers

Expectations

- Pre-record your session using **Zoom or Teams**.
- Upload your **video link (YouTube/Vimeo)**, PowerPoint, and handouts to the portal.
- Use a **Preparedness Summit virtual background** (available in the portal).
- Ensure your **contact info** is visible for attendee follow-up.

Recording Tips

- Choose a quiet, well-lit space with minimal background noise.
- Use proper camera angles and avoid glare or shadows.
- Keep within your allotted time:
 - **Learning Session:** 60 minutes or 90 minutes*
 - **Quick Hit:** 45 minutes*
 - *Based on what your session was approved for.
- Enable **subtitles** if possible, for accessibility.

Upload Instructions

- Upload materials under “**Upload Session Materials**” by **April 1, 2026**
- File size limit: **100 MB per upload** (no limit on number of files).
- Include hyperlinks to additional resources if applicable.

Poster Presenters

Expectations

- Print and bring your poster to the event. NACCHO does **not** print posters.
- Upload a **PDF version** of your poster and any handouts to the portal.
- Be present during your assigned poster session to engage with attendees.

Poster Guidelines

- Poster board size: **6’ wide by 4’ tall**
- Use **matte, glossy, semi-gloss, or canvas paper**.
- Push pins will be provided onsite.
- You’ll receive your **poster number and setup instructions one week** before the conference.

Accessibility Guidance for All Presenters

- Use **Alt Text** for all images.
- Avoid altering fonts or colors in the official slide template.
- Use bullets, spacing, and large fonts for readability.
- Avoid acronyms or spell them out with periods (e.g., N.A.C.C.H.O.).